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WEBSTER PARISH CLERK OF COURT
Minden, Louisiana

Financial Statements

June 30, 2009

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date

1/27/10

WEBSTER PARISH CLERK OF COURT
Minden, Louisiana

Financial Statements
As of and For the Year Ended June 30, 2009

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INDEPENDENT AUDITORS' REPORT

Webster Parish Clerk of Court
Minden, Louisiana

We have audited the accompanying financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of the Webster Parish Clerk of Court as of and for the year ended June 30, 2009, which collectively comprise the Clerk of Court's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Webster Parish Clerk of Court management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the major fund and the aggregate remaining fund information of the Webster Parish Clerk of Court, as of June 30, 2009, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated December 23, 2009, on our consideration of the Webster Parish Clerk of Court's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

The management's discussion and analysis and budgetary comparison information on pages 3 through 7 and 26, are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Jamison, Wise & Martin

Minden, Louisiana

December 23, 2009

**WEBSTER PARISH CLERK OF COURT
MINDEN, LOUISIANA**

MANAGEMENT'S DISCUSSION AND ANALYSIS

The management discussion and analysis of the Webster Parish Clerk of Court's financial performance provides an overview of the Clerk of Court's financial activities for the year ended June 30, 2009, in an easily readable analysis. Please read it in conjunction with our financial statements, which begin on page 8. The financial statements have been audited as of June 30, 2009 and for the year then ended, as required by state law.

USING THIS ANNUAL REPORT

This annual report consists of a series of financial statements that reflect the operations of the Clerk of Court as a whole and its individual funds. The Statement of Net Assets and the Statements of Activities (on pages 8 and 9) provide information about the activities of the Clerk of Court as a whole and present a longer-term view of the Clerk of Court's finances. Fund financial statements start on page 10. For governmental activities, these statements tell how these services were financed in the short term as well as what remains for future spending. Fund financial statements also report the Clerk of Court's operations in more detail than the government-wide statements by providing information about the Clerk of Court's most significant funds.

Reporting the Clerk of Court as a Whole – Government-Wide Financial Statements (GWFS)

Our analysis of the Clerk of Court as a whole begins on page 8. The government-wide financial statements are designed to provide the reader with a broad overview of the Clerk of Court's finances, similar to the format of a private-sector business. They present the financial picture of the Clerk from an economic resources measurement focus using the accrual basis of accounting. Accrual of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

The Statement of Net Assets presents information on all the Clerk's assets and liabilities, with the difference between the two reported as net assets. You can think of the Clerk of Court's net assets as one way to measure the Clerk of Court's financial health, or *financial position*. Over time, *increases* or *decreases* in the Clerk of Court's net assets are one indicator of whether its *financial health* is improving or deteriorating.

The Statements of Activities reports how net assets changed during the year.

Reporting the Clerk of Court's Most Significant Funds – Fund Financial Statements (FFS)

Our analysis of the major fund maintained by the Clerk of Court begins on page 10. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Clerk, like other state and local governments, uses fund accounting to satisfy compliance with finance-related legal requirements established by external parties or governmental statutes or regulations. The Clerk uses two categories of funds: 1) governmental funds and 2) fiduciary funds.

Governmental funds - All of the Clerk of Court's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using the *modified accrual* accounting method, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed *short-term view* of the Clerk of Court's general government operations and the expenses paid from those funds. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance certain Clerk of Court expenses. We describe the relationship (or differences) between governmental *activities* (reported in the Statement of Net Assets and the Statement of Activities) and governmental *funds* in reconciliations on pages 11 and 13. The Clerk uses one governmental fund, the general fund, to account for its operations.

Fiduciary funds - Fiduciary fund reporting focuses on net assets and changes in net assets except for agency funds. The only funds accounted for in this category by the Clerk are agency funds. The Advance Deposit and Registry of Court Funds account for assets held by the Clerk as an agent for litigants pending court action. These funds are custodial in nature and do not involve measurement of operations. The Statement of Net Assets for the Clerk's agency funds can be found on page 14.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

The Clerk of Court's net assets at June 30, 2009 and 2008 are summarized below.

	<u>Governmental Activities</u>	
	<u>2009</u>	<u>2008</u>
Current and other assets	\$ 458,900	\$ 422,397
Capital assets	<u>80,105</u>	<u>112,211</u>
Total assets	<u>539,005</u>	<u>534,608</u>
Current liabilities	46,112	45,837
Long-term liabilities	<u>-</u>	<u>22,920</u>
Total liabilities	<u>46,112</u>	<u>68,757</u>
Net assets:		
Investments in capital assets, net of related debt	76,269	85,455
Unrestricted	<u>416,624</u>	<u>380,396</u>
Total net assets	<u>\$ 492,893</u>	<u>\$ 465,851</u>

For the fiscal year ended June 30, 2009 the net assets of the Clerk of Court's governmental activities increased by \$27,042 or approximately 6%.

Cash and investments of \$390,062 and \$336,151 comprise the largest components of total assets as of June 30, 2009 and 2008, respectively. These amounts represent 72% and 63% of total assets. The net capital assets are comprised of non-liquid assets and cannot be utilized to satisfy the Clerk's obligations.

Long-term liabilities for the prior year represent a capital lease obligation for the purchase and installation of software and hardware upgrades to the Clerk of Court's computer systems. As of June 30, 2009, the remaining balance of \$3,836 will be paid in the next fiscal year and is included in current liabilities as of June 30, 2009.

A condensed Statements of Activities is presented below.

	<u>Governmental Activities</u>	
	<u>2009</u>	<u>2008</u>
Revenues and extraordinary items:		
Program revenues		
Charges for services and licenses	\$ 1,236,029	\$ 1,184,567
Operating grants & contributions	19,800	19,600
General Revenues		
Interest earnings	7,500	14,753
Miscellaneous revenues	3,622	2,035
Total revenues and extraordinary items	1,266,951	1,220,955
Expenses:		
Personnel services and related benefits	943,697	879,407
Operating services	128,385	126,405
Materials and supplies	124,753	132,805
Interest on long term debt	2,137	4,997
Other expenses	40,937	53,758
Total expenses	1,239,909	1,197,372
Increase (decrease) in net assets	\$ 27,042	\$ 23,583

THE CLERK OF COURT'S FUNDS

The general fund reported a fund balance of \$428,359 and \$391,555 as of June 30, 2009 and 2008, respectively. This represents a \$36,804 increase of the fund balance for the year ended June 30, 2009. The details of these changes are presented in the Statements of Revenues, Expenditures, and Changes in Fund Balances on page 12. Revenues increased by \$43,771 as compared to last year due to an increase in fees collected from civil suits and fees from the new online account service. Total expenditures increased by \$48,663 as compared to last year due to an increase in personnel services and related benefits.

General Fund Budgetary Highlights

The Clerk of Court adopted a budget for its General Fund for the year ending June 30, 2009. The budget was not amended during the year. The budgetary comparison is presented as required supplementary information beginning on page 26. Highlights of the general fund budget for the year are as follows:

- For the year ending June 30, 2009, actual revenues fell short of budgeted revenues by \$31,449.
- For the year ending June 30, 2009, actual expenditures were \$13,763 less than budgeted expenditures.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

The following summarizes the Clerk's investment in capital assets at June 30, 2009 and 2008:

	<u>Governmental Activities</u>	
	<u>2009</u>	<u>2008</u>
Furniture and fixtures	\$ 122,260	\$ 122,260
Equipment	277,934	277,934
Vehicles	<u>24,061</u>	<u>24,061</u>
Total capital assets	424,255	424,255
Less: accumulated depreciation	<u>(344,150)</u>	<u>(312,044)</u>
Net capital assets	80,105	112,211
Less: related debt	<u>(3,836)</u>	<u>(26,756)</u>
Invested in capital assets	<u>\$ 76,269</u>	<u>\$ 85,455</u>

There were no capital assets added during fiscal year June 30, 2009. Depreciation for the year 2009 was \$32,106.

More detailed information about the capital assets is presented in Note 9 to the financial statements.

Long-Term Debt

The following summarizes the Clerk's long-term debt activity:

	<u>Capital Lease Obligations</u>	
	<u>2009</u>	<u>2008</u>
Balance, beginning of year	\$ 26,756	\$ 58,447
Additions		
Principal payments	<u>(22,920)</u>	<u>(31,691)</u>
Balance, end of year	<u>\$ 3,836</u>	<u>\$ 26,756</u>

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS

The Clerk of Court's management considered many factors when setting a fiscal year June 30, 2010 budget. There are no foreseeable changes in revenues and expenses for fiscal year 2010 as compared to the year ended June 30, 2009.

CONTACTING THE CLERK OF COURT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens and taxpayers with a general overview of the finances for those funds maintained by the Clerk of Court and to show the Clerk of Court's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Honorable Holli Vining, Webster Parish Clerk of Court, P.O. Box 370, Minden, Louisiana 71058-0370.

WEBSTER PARISH CLERK OF COURT
Minden, Louisiana.

Statement of Net Assets
June 30, 2009

	<u>Governmental Activities</u> <u>2009</u>
ASSETS	
Current assets:	
Cash and cash equivalents	\$ 140,062
Investments	250,000
Accounts receivable	23,366
Due from other funds	33,182
Due from other governmental units	12,290
Total current assets	<u>458,900</u>
Noncurrent assets:	
Capital assets, net of accumulated depreciation	<u>80,105</u>
TOTAL ASSETS	<u>\$ 539,005</u>
LIABILITIES	
Current liabilities:	
Accounts payable	\$ 19,014
Accrued payroll taxes and withholdings	11,527
Accrued compensated absences	11,735
Capital lease obligation - due within one year	3,836
Total current liabilities	<u>46,112</u>
TOTAL LIABILITIES	<u>\$ 46,112</u>
NET ASSETS	
Invested in capital assets, net of related debt	76,269
Unrestricted	<u>416,624</u>
TOTAL NET ASSETS	<u>\$ 492,893</u>

The accompanying notes are an integral part of this statement.

WEBSTER PARISH CLERK OF COURT
Minden, Louisiana

Statement of Activities
For the Year Ended June 30, 2009

	<u>Governmental Activities</u>
	<u>2009</u>
EXPENSES	
General government:	
Personnel services and related benefits	\$ 943,697
Travel and professional development	8,831
Operating services	128,385
Materials and supplies	124,753
Depreciation	32,106
Interest on long term debt	2,137
Total expenses	<u>1,239,909</u>
PROGRAM REVENUES	
Fees, charges and commissions -	
Civil suits	\$ 408,010
Juvenile fees	61,268
Court attendance	5,440
Criminal fees	80,253
Mortgage certificates	4,085
Notarial fees	310
Candidate and election fees	22,998
Copies (certified and photocopy)	139,499
Online account services	36,040
Fees for recording legal documents -	
Recordings	435,386
Cancellations	32,941
Marriage licenses	9,799
Clerk's supplemental fund	19,800
Total Program Revenues	<u>1,255,829</u>
Net Program (Expense) Revenue	<u>15,920</u>
GENERAL REVENUES	
Interest	7,500
Miscellaneous	3,622
Total general revenues	<u>11,122</u>
CHANGE IN NET ASSETS	27,042
Net Assets - Beginning of year	465,851
Net Assets - End of year	<u>\$ 492,893</u>

The accompanying notes are an integral part of this statement.

WEBSTER PARISH CLERK OF COURT

Minden, Louisiana

Balance Sheet

Governmental Fund

June 30, 2009

	<u>General Fund</u> <u>2009</u>
ASSETS	
Cash and cash equivalents	\$ 140,062
Investments	250,000
Accounts receivable	23,366
Due from other funds	33,182
Due from other governmental units	12,290
TOTAL ASSETS	<u><u>\$ 458,900</u></u>
LIABILITIES AND FUND BALANCES	
Liabilities:	
Accounts payable	\$ 19,014
Accrued payroll taxes and withholdings	11,527
Total liabilities	<u>30,541</u>
Fund balances:	
Unreserved	<u>428,359</u>
TOTAL LIABILITIES AND FUND BALANCES	<u><u>\$ 458,900</u></u>

The accompanying notes are an integral part of this statement.

WEBSTER PARISH CLERK OF COURT
Minden, Louisiana

Reconciliation of the Governmental Fund Balance Sheet to the Statement of Net Assets
June 30, 2009

	<u>2009</u>
Amounts reported for governmental activities in the Statement of Net Assets are different because:	
Fund Balance, Total Governmental Fund	\$ 428,359
Compensated absences not due and payable in the current period and therefore not reported in the governmental fund	(11,735)
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental fund	80,105
Capital lease obligation not due and payable in the current period and, therefore, is not reported in the governmental fund	<u>(3,836)</u>
Net Assets of Governmental Activities	<u>\$ 492,893</u>

The accompanying notes are an integral part of this statement.

WEBSTER PARISH CLERK OF COURT
Minden, Louisiana

Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Fund

For the Year Ended June 30, 2009.

	General Fund
	2009
REVENUES	
Fees, charges and commissions -	
Civil suits	\$ 408,010
Juvenile fees	61,268
Court attendance	5,440
Criminal fees	80,253
Mortgage certificates	4,085
Notarial fees	310
Candidate and election fees	22,998
Copies (certified and photocopy)	139,499
Online account services	36,040
Fees for recording legal documents -	
Recordings	435,386
Cancellations	32,941
Marriage licenses	9,799
Interest	7,500
Clerk's supplemental fund	19,800
Miscellaneous	3,622
Total Revenues	<u>1,266,951</u>
EXPENDITURES	
General government:	
Personnel services and related benefits	944,766
Travel and professional development	8,831
Operating Services	128,385
Materials and supplies	124,753
Capital lease - principal	21,275
Capital lease - interest	2,137
Total Expenditures	<u>1,230,147</u>
Net Increase (Decrease) in Fund Balances	36,804
Fund balances -- beginning of the year	<u>391,555</u>
Fund balances -- ending of the year	<u>\$ 428,359</u>

The accompanying notes are an integral part of this statement.

WEBSTER PARISH CLERK OF COURT
Minden, Louisiana

Reconciliation of the Statement of Revenues, Expenditures,
and Changes in Fund Balance of Governmental
Fund to the Statement of Activities
Year Ended June 30, 2009

Amounts reported for governmental activities in the Statement of Net Assets are different because:

	<u>2009</u>
Net increase (decrease) in fund balances - total governmental fund	\$ 36,804
Depreciation expense for the year ended not shown in fund financials	(32,106)
Changes in compensated absences that do not require the use of current financial resources are not reported as expenditures in the fund financials	(1,068)
Repayments of long term capital leases shown as expenditures in the fund financials but which reduce long term liabilities in the Government Wide Statement of Net Assets	<u>23,412</u>
Increase (decrease) of net assets of governmental activities	<u>\$ 27,042</u>

The accompanying notes are an integral part of this statement.

WEBSTER PARISH CLERK OF COURT
Minden, Louisiana

Statement of Fiduciary Net Assets
Agency Funds
June 30, 2009

	<u>Advance Deposit</u>	<u>Registry of Court</u>	<u>Total</u>
ASSETS			
Cash and cash equivalents	\$ 244,148	1,064,504	1,308,652
Due from bank	-	10	10
Investments	<u>125,000</u>	<u>-</u>	<u>125,000</u>
Total assets	<u>\$ 369,148</u>	<u>1,064,514</u>	<u>1,433,662</u>
LIABILITIES			
Due to other funds	\$ 33,182	-	33,182
Due to other governments	5,806	-	5,806
Accounts Payable	6,832	2	6,834
Unsettled deposits	<u>323,328</u>	<u>1,064,512</u>	<u>1,387,840</u>
Total liabilities	<u>\$ 369,148</u>	<u>1,064,514</u>	<u>1,433,662</u>

The accompanying notes are an integral part of this statement.

WEBSTER PARISH CLERK OF COURT
Minden, Louisiana

Notes to the Financial Statements
As of and for the Year Ended June 30, 2009

INTRODUCTION

The Webster Parish Clerk of Court is an independently elected parish official who serves a term of four years. Article V, Section 28 of the Louisiana Constitution of 1974, provides for the Clerk of Court to serve as ex-officio notary public, to record conveyances, mortgages and other acts, and to hold other duties and powers provided by law.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. BASIS OF PRESENTATION

The Webster Parish Clerk of Court's financial statements are prepared in conformity with generally accepted accounting principles (GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). The accompanying basic financial statements have been prepared in conformity with GASB Statement 34 *Basic Financial Statements and Management's Discussion and Analysis - for State and Local Governments*. The more significant accounting policies established in GAAP and used by the Webster Parish Clerk of Court are discussed below.

B. REPORTING ENTITY

For financial reporting purposes, in conformance with Statement No. 14 of the Governmental Accounting Standards Board, the Clerk of Court includes all funds, activities, et cetera, that are within the oversight responsibility of the Clerk of Court as an independently elected parish official. Certain units of local government over which the Clerk exercises no oversight responsibility, such as the parish police jury, the parish school board, other independently elected parish officials, and municipalities within the parish, are excluded from the accompanying financial statements. These units of government are considered separate reporting entities and issue financial statements separate from that of the Webster Parish Clerk of Court.

C. BASIC FINANCIAL STATEMENTS - GOVERNMENT-WIDE STATEMENTS

The Webster Parish Clerk of Court's basic financial statements include both government-wide (reporting the funds maintained by the Webster Parish Clerk of Court as a whole) and fund financial statements (reporting the Webster Parish Clerk of Court's major funds). Both the government-wide and fund financial statements categorize primary activities as either governmental or business type. All of the Webster Parish Clerk of Court's activities are categorized as governmental activities. The Webster Parish Clerk of Court does not have any business-type activities.

In the government-wide Statement of Net Assets, the governmental activities column is reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables, as well as long-term debt and obligations. The Webster Parish Clerk of Court's net assets are reported in two parts - invested in capital assets, net of related debt, and unrestricted net assets.

WEBSTER PARISH CLERK OF COURT
Minden, Louisiana

Notes to the Financial Statements
As of and for the Year Ended June 30, 2009

The government-wide Statement of Activities reports both the gross and net cost of each of the Webster Parish Clerk of Court's functions. The functions are also supported by general government revenues (certain intergovernmental revenues, interest from deposits, extraordinary items, etc.). The Statement of Activities reduces gross expenses (including depreciation) by related program revenues, operating, and capital grants. Program revenues must be directly associated with the function. Operating grants include operating-specific and discretionary (either operating or capital) grants while capital grants reflects capital-specific grants.

The net costs (by function) are normally covered by general revenue.

This government-wide focus is more on the sustainability of the Webster Parish Clerk of Court as an entity and the change in the Clerk's net assets resulting from the current year's activities.

D. BASIC FINANCIAL STATEMENTS – FUND FINANCIAL STATEMENTS

The Webster Parish Clerk of Court uses funds to maintain its financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid management by segregating transactions related to certain clerk functions and activities. A fund is defined as a separate set of self-balancing accounts that comprises its assets, liabilities, reserves, fund equity, revenues and expenditures/expenses.

The following fund types are used by the Webster Parish Clerk of Court:

Governmental Funds – The focus of the governmental funds' measurement (in the fund statements) is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income. The following is a description of the governmental fund of the Webster Parish Clerk of Court:

General fund - the general operating fund of the Webster Parish Clerk of Court. It is used to account for all financial resources except those required to be accounted for in another fund.

Fiduciary Funds – Fiduciary funds are used to account for assets held on behalf of outside parties, including other governments, or on behalf of other funds within the Clerk of Court. The only funds accounted for in this category by the Clerk are agency funds. The agency funds account for assets held by the Clerk of Court as an agent for litigants pending court action. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurements of results of operations, therefore a Statement of Changes in Fiduciary Net Assets is not presented.

The emphasis in fund financial statements is on the major funds in the governmental fund type category. Non-major funds by category are summarized into a single column. GASB Statement No. 34 sets forth minimum criteria (percentage of the assets, liabilities, revenues, or expenditures/expenses of fund category) for the determination of major funds. The general fund is always considered a major fund and is therefore the Clerk of Court's only major fund.

WEBSTER PARISH CLERK OF COURT
Minden, Louisiana

Notes to the Financial Statements
As of and for the Year Ended June 30, 2009

E. BASIS OF ACCOUNTING

Basis of accounting refers to the point at which revenues or expenditures are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

Accrual: The governmental funds in the government-wide financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

Modified Accrual: The governmental funds and agency funds in the fund financial statements are presented on the modified accrual basis of accounting. Under modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., both measurable and available. Available means collectible within the current period or within 60 days after year end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this general rule is that principal and interest on general obligation long-term debt, if any, and expenditures related to compensated absences is recognized when due.

F. BUDGETS

The proposed budget for the fiscal year is made available for public inspection at the clerk's office at least fifteen days prior to the beginning of the fiscal year. The proposed budget and official announcement of the date of the public hearing is published in the official journal at the same time that the budget is made available for public inspection. The budget is legally adopted and amended, as necessary, by the clerk. All appropriations lapse at year-end.

G. CASH AND CASH EQUIVELENTS

Cash includes amounts in petty cash, demand deposits, interest bearing demand deposits, and time deposits. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the Clerk of Court may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

H. INVESTMENTS

Investments are limited by R.S. 33:2955 and the Clerk of Court's investment policy. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents.

WEBSTER PARISH CLERK OF COURT
Minden, Louisiana

Notes to the Financial Statements
As of and for the Year Ended June 30, 2009

Investments are reported at fair value which is determined using selected bases in accordance with GASB Statement No. 30. Short-term investments are reported at amortized cost, which approximates fair value. Long-term investments, those with original maturities greater than one (1) year, are valued at the last reported sales price at current exchange rates.

I. CAPITAL ASSETS

Capital assets purchased or acquired with an original cost of \$1,000 or more are reported at historical cost or estimated historical cost. Contributed assets are reported at fair market value as of the date received. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Buildings improvements	7-10 years
Furniture and equipment	5-10 years
Vehicles	5-10 years

J. INTERFUND ACTIVITIES

The General Fund of the Clerk of Court transfers amounts to the Advance Deposit Fund and the Registry of Court Fund for reimbursement of fees and bank charges. In those cases where the physical transfer of assets has not taken place as of year end, or where repayment is expected, these amounts are accounted for through the various due to and due from accounts.

K. NET ASSETS

Net assets represent the difference between assets and liabilities. Net assets invested in capital assets, net of related debt consist of capital assets, net of accumulated depreciation, reduced by the outstanding balance of any borrowing used for the acquisition, construction, or improvement of those assets. Net assets are reported as restricted when there are limitations imposed on their use either through constitutional provisions or enabling legislation adopted by the Clerk of Court or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. The Clerk of Court's policy is to first apply restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net assets are available.

L. COMPENSATED ABSENCES

Full-time employees of the Clerk of Court earn 10 days of vacation each year and an additional 1/2 day each year after 5 years of service. Sick leave is granted to full-time employees each year. Ten days of sick leave are allowed. Neither vacation nor sick leave can be accumulated from year to year. Upon termination of employment, payment for unused vacation leave is made at the employee's current rate of pay. Employees are not compensated for unused sick leave upon separation of service. Part-time employees are not entitled to vacation or sick leave.

WEBSTER PARISH CLERK OF COURT
Minden, Louisiana

Notes to the Financial Statements
As of and for the Year Ended June 30, 2009

At June 30, 2009, employees of the Clerk of Court had accumulated and vested \$11,735 of employee leave benefits, which was computed in accordance with GASB Codification Section C 60. This amount is recorded as a current liability in the government-wide financial statements since unused accrued vacation is forfeited on January 1st of each year.

M. USE OF ESTIMATES

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and reported revenues and expenses. Actual results could differ from those estimates.

N. LONG-TERM OBLIGATIONS

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities in the statement of net assets. In the fund financial statements, the face amount of the debt is reported as other financing sources.

O. RISK MANAGEMENT

The Clerk of Court is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Clerk of Court maintains insurance to cover such risks and the Clerk believes such insurance is sufficient to cover any settlements.

2. CASH AND CASH EQUIVALENTS

The following is a summary of cash and cash equivalents (book balances) at June 30, 2009:

	Governmental Activities	Fiduciary Funds
Demand deposits	\$ -	\$ 1,154,190
Interest-bearing demand deposits	139,962	154,462
Petty cash	100	-
Total	\$ 140,062	\$ 1,308,652

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal bank in a holding or custodial bank that is mutually acceptable to both parties.

WEBSTER PARISH CLERK OF COURT
Minden, Louisiana

Notes to the Financial Statements
As of and for the Year Ended June 30, 2009

2. CASH AND CASH EQUIVALENTS (continued)

At June 30, 2009, the Clerk of Court had \$132,667 in deposits (collected bank balances). These deposits are secured from risk by \$132,667 of federal deposit insurance.

At June 30, 2009, the Fiduciary Funds had \$1,260,591 in deposits (collected bank balances). These deposits are secured from risk by \$404,462 of federal deposit insurance and \$856,129 of pledged securities held by the custodial bank in the name of the fiscal agent bank.

Even though the pledged securities are considered uncollateralized under the provisions of GASB Statement 3, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Clerk that the fiscal agent has failed to pay deposited funds upon demand.

3. INVESTMENTS

At June 30, 2009, the Salary Fund of the Clerk of Court also had investments totaling \$250,000 in Certificates of Deposits. The investments are considered Category 3 in applying the credit risk of GASB Codification Section 150.125. The fair value of these investments is equal to their carrying amount at amortized cost. The fiduciary funds of the Clerk of Court also had investments in Certificates of Deposits totaling \$125,000.

Certificates of Deposits are secured from risk by \$375,000 of pledged securities held by the custodial bank in the name of the fiscal agent bank.

4. RECEIVABLES

Receivables of \$23,366 at June 30, 2009, consist primarily of various fees and charges for services rendered. The Clerk of Court considers substantially all accounts receivable to be fully collectible; accordingly, an allowance for doubtful accounts is not required. If amounts become uncollectible, they are charged to operations when that determination is made.

5. INTERFUND RECEIVABLES/PAYABLES

Interfund receivables/payables of the Clerk of Court consisted of the following as June 30, 2009:

	<u>Interfund Receivables</u>	<u>Interfund Payables</u>
General Fund	\$ 33,182	\$ -
Agency Funds:		
Advance Deposit Fund	<u>-</u>	<u>33,182</u>
Totals	<u>\$ 33,182</u>	<u>\$ 33,182</u>

The above amounts represent the Clerk of Court's portion of fees charged to individual suit deposits.

WEBSTER PARISH CLERK OF COURT
Minden, Louisiana

Notes to the Financial Statements
As of and for the Year Ended June 30, 2009

6. DUE TO/FROM OTHER GOVERNMENTAL UNITS

Amounts due to/from other governmental units at June 30, 2009 consisted of the following:

	<u>Due From</u>
State of LA – Juvenile Non-support fund	\$ 5,622
Webster Parish Sheriff's Department	3,716
Town of Cotton Valley	105
City of Minden	1,215
Town of Cullen	318
Webster Parish Police Jury	1,279
Webster Parish Sales Tax Commission	35
	<u>\$ 12,290</u>

7. EXCESS FUND BALANCE

Louisiana Revised Statute 13:785 requires that every four years (at the close of the term of office) the Clerk of Court must pay the parish treasurer the General Fund balance that exceeds one-half of the revenues of the Clerk's last year of term of office but limited to amounts received by the Clerk of Court under LRS 13:784(A). At June 30, 2009, there was no amount due to the parish treasurer as this was not the last year of the Clerk's four-year term of office.

8. LITIGATION AND CLAIMS

The Clerk of Court was a defendant in a class action lawsuit filed against all Louisiana Clerks of Court offices as well as the Louisiana Clerk of Court Association. On March 4, 2009, the Webster Parish Clerk of Court was one of 57 offices dismissed as a defendant to the lawsuit.

WEBSTER PARISH CLERK OF COURT
Minden, Louisiana

Notes to the Financial Statements
As of and for the Year Ended June 30, 2009

9. FIXED ASSETS

Capital asset activity for the year ended June 30, 2009, was as follows:

<u>Governmental Activities</u>	<u>July 1, 2008</u>	<u>Additions</u>	<u>Deletions</u>	<u>June 30, 2009</u>
Equipment	\$ 277,933	-	-	277,933
Furniture and fixtures	122,260	-	-	122,260
Automobile	24,061	-	-	24,061
Capital assets at historical cost	424,254	-	-	424,254
Less accumulated depreciation:				
Equipment	(173,340)	(27,294)	-	(200,634)
Furniture and fixtures	(122,261)	-	-	(122,261)
Automobile	(16,442)	(4,812)	-	(21,254)
Total accumulated depreciation	(312,043)	(32,106)	-	(344,149)
Net Capital Assets	\$ 112,211	(32,106)	-	80,105

10. LEASES

The Clerk of Court records items under capital leases as an asset and an obligation in the accompanying financial statements.

The Webster Parish Clerk of Court has one capital lease for a computer system upgrades with an original gross cost of \$71,788. The minimum lease payments are as follows:

	<u>Governmental Activities</u>		
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2010	\$ 3,836	\$ 66	\$ 3,902

The Webster Parish Clerk of Court maintains various operating leases for office equipment. The rental expenditures incurred for the year ended June 30, 2009 under these leases amounted to \$4,036. The future minimum rental payments under operating leases are as follows:

	<u>Governmental Activities</u>
2010	\$ 7,896
2011	7,896
2012	7,896
2013	7,896
Total	\$ 31,584

WEBSTER PARISH CLERK OF COURT
Minden, Louisiana

Notes to the Financial Statements
As of and for the Year Ended June 30, 2009

11. CHANGES IN LONG-TERM OBLIGATIONS

The following is a summary of long-term debt transactions of the Clerk of Court for the year ending June 30, 2009:

<u>Governmental Activities</u>	<u>Capital Lease Obligations</u>
Balance July 1, 2009	\$ 26,756
Additions	
Payments	(22,920)
Balance June 30, 2010	\$ 3,836

12. PENSION PLAN

Plan Description. Substantially all employees of the Webster Parish Clerk of Court are members of the Louisiana Clerks of Court Retirement and Relief Fund ("System"), a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees.

All regular employees who are under the age of 60 at the time of original employment are required to participate in the System. Employees who retire at or after age 55 with at least 12 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to 3 per cent of their final-average salary for each year of credited service, not to exceed 100 percent of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months which produce the highest average. Employees who terminate with at least 12 years of service, and who do not withdraw their employee contributions, may upon attaining the age 55 receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established and amended by State statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Clerks of Court Retirement and Relief Fund, 11745 Bricksome Avenue, Suite B1, Baton Rouge, Louisiana 70816, or by calling (225) 293-1162.

Funding Policy. Plan members are required by state statute to contribute 8.25 percent of their annual covered salary and the Webster Parish Clerk of Court is required to contribute at an actuarially determined rate. The current rate is 11.75 percent of annual covered payroll. Contributions to the System also include one-fourth of one percent (one-half of one percent for Orleans Parish) of the taxes shown to be collectible by the tax rolls of each parish. The contribution requirements of plan members and the Webster Parish Clerk of Court are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Webster Parish Clerk of Court's contributions to the System for the years ending June 30, 2009, 2008 and 2007, were \$69,360, \$65,390 and \$91,295, respectively, which equaled the required contributions for the year.

WEBSTER PARISH CLERK OF COURT
Minden, Louisiana

Notes to the Financial Statements
As of and for the Year Ended June 30, 2009

12. PENSION PLAN (continued)

Per R.S. 11:1562(C), the clerk of court may elect to pay all or a portion of the contributions required to be made by plan members. Contributions paid on behalf of plan members for the year ending June 30, 2009 was \$41,832.

13. DEFERRED COMPENSATION PLAN

Certain employees of the Clerk of Court's office participate in the Louisiana Deferred Compensation Plan adopted under the provisions of the Internal Revenue Code Section 457. Complete disclosures relating to this statewide plan are included in the separately issued audit report for the plan, available from the Louisiana Legislative Auditor, P. O. Box 94397, Baton Rouge Louisiana 70804-9397. For the year ending June 30, 2009 employee contributions were \$12,795. Employer contributions were \$7,670.

14. POST RETIREMENT BENEFITS

The Webster Parish Clerk of Court provides certain health care and life insurance benefits for retired employees. Substantially all of the Clerk's employees become eligible for these benefits if they reach normal retirement age while working for the Clerk of Court. These benefits for retirees and similar benefits for active employees are provided through an insurance company whose monthly premiums are paid by the Clerk of Court with the employee paying one-half of any dependent coverage. The Clerk of Court recognizes the cost of providing these benefits (the clerk's cost of premiums) as an expenditure when the premiums are due. The monthly premiums paid by the Clerk to the insurance companies for healthcare and related coverage during the year ended June 30, 2009, totaled \$174,347. Of this amount \$47,369 was for seven retirees.

15. EXPENDITURES OF THE CLERK OF COURT PAID BY THE POLICE JURY

The Webster Parish Clerk of Court's office is located in the parish courthouse. The cost of maintaining and operating the courthouse, as required by Louisiana Revised Statute 33:4715, is paid by the Webster Parish Police Jury and not included in the accompanying financial statements.

Required Supplemental Information (Part II)

WEBSTER PARISH CLERK OF COURT
Minden, Louisiana

Budgetary Comparison Schedule - General Fund
For the year ended June 30, 2009

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Budgetary</u>	<u>Final Budget</u>
			<u>(GAAP) Basis</u>	<u>Favorable</u>
				<u>(Unfavorable)</u>
Revenues				
Fees, charges and commissions -				
Civil suits	\$ 400,000	\$ 400,000	\$ 408,010	\$ 8,010
Juvenile fees	60,000	60,000	61,268	1,268
Court attendance	7,000	7,000	5,440	(1,560)
Criminal fees	92,000	92,000	80,253	(11,747)
Notarial fees	100	100	310	210
Mortgage certificates	5,000	5,000	4,085	(915)
Candidate and election fees	20,000	20,000	22,998	2,998
Copies (certified and photocopy)	135,000	135,000	139,499	4,499
Online account services	25,000	25,000	36,040	11,040
Fees for recording legal documents -				
Recordings	480,000	480,000	435,386	(44,614)
Cancellations	30,000	30,000	32,941	2,941
Marriage licenses	8,500	8,500	9,799	1,299
Clerk's supplemental fund	19,800	19,800	19,800	-
Interest earnings on deposits and from Agency Fund	16,000	16,000	7,500	(8,500)
Miscellaneous	-	-	3,622	3,622
Total Revenues	1,298,400	1,298,400	1,266,951	(31,449)
Expenditures				
Personnel services and related benefits	\$ 948,385	\$ 948,385	\$ 944,766	\$ 3,619
Travel and professional development	6,500	6,500	8,831	(2,331)
Operating services	113,825	113,825	128,349	(14,524)
Materials and supplies	154,200	154,200	124,789	29,411
Capital lease - principal	20,000	20,000	21,275	(1,275)
Capital lease - interest	-	-	2,137	(2,137)
Capital Outlay	1,000	1,000	-	1,000
Total Expenditures	1,243,910	1,243,910	1,230,147	13,763
Excess (deficiency) of Revenues Over Expenditures	54,490	54,490	36,804	(17,686)
Net Change in Fund Balance	54,490	54,490	36,804	(17,686)
Fund Balances				
Beginning of Year	371,000	371,000	391,555	20,555
End of Year	\$ 425,490	\$ 425,490	\$ 428,359	\$ 2,869

See accompanying note to budgetary comparison schedule.

WEBSTER PARISH CLERK OF COURT
Minden, Louisiana

Note to Budgetary Comparison Schedule
June 30, 2009

NOTE 1 - The budget is prepared on a modified accrual basis of accounting except for capital outlays made under capital leases and the corresponding other financing sources that are not included in the budget. Also, noncash revenues and grants and the related expenditures are not included in the budget. For the year ended June 30, 2009, there were no reconciling items between budgetary revenues and expenditures and those determined in accordance with generally accepted accounting principles.

Other Reports

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SOCIETY OF LOUISIANA
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**REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Webster Parish Clerk of Court
Minden, Louisiana

We have audited the financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of the Webster Parish Clerk of Court as of and for the year ended June 30, 2009, which collectively comprise the Webster Parish Clerk of Court's basic financial statements and have issued our report thereon dated December 23, 2009. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Webster Parish Clerk of Court's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Webster Parish Clerk of Court's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Webster Parish Clerk of Court's internal control over financial reporting.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the Webster Parish Clerk of Court's ability to initiate, authorize, record, process or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the Webster Parish Clerk of Court's financial statements that is more than inconsequential will not be prevented or detected by the Webster Parish Clerk of Court's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the Webster Parish Clerk of Court's internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Webster Parish Clerk of Court's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of the Webster Parish Clerk of Court, its management, and the Legislative Auditor of the State of Louisiana and is not intended to be and should not be used by anyone other than these specified parties. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Jamison, Wesi & Martin

Minden, Louisiana
December 23, 2009

WEBSTER PARISH CLERK OF COURT
Minden, Louisiana

SCHEDULE OF FINDINGS AND RESPONSES
As of and for the Year Ended June 30, 2009

FINDINGS - FINANCIAL STATEMENTS AUDIT

The results of our auditing procedures of the basic financial statements as of and for the year ended June 30, 2009, of the Webster Parish Clerk of Court, disclosed no items that are required to be reported in accordance with Generally Accepted Government Auditing Standards (GAGAS).

WEBSTER PARISH CLERK OF COURT
Minden, Louisiana

Summary of Prior Audit Findings
June 30, 2009

Internal Control and Compliance Material to the Financial Statements

The results of our auditing procedures of the basic financial statements as of and for the year ended June 30, 2008, of the Webster Parish Clerk of Court, disclosed no items that are required to be reported in accordance with Generally Accepted Government Auditing Standards (GAGAS).